

The Holt Group



Engineering Department

Municipal Design ■ Infrastructure Engineering ■ Construction Management ■ Land Surveying

**County of Imperial
Correll Subdivision Retention Basin Improvement Project – FY 2014/2015
THG Project No. 744.057E**

Schedule of Events

Date: March 12, 2015

County of Imperial Project No. 6051A

<u>ITEM NO.</u>	<u>ITEM</u>	<u>SCHEDULE</u>
1.	Prepare Cover Letter transmitting Legal Advertisement to the Imperial Valley Press. The Imperial Valley Press requires the Legal Advertisement 72 hours or 3 business days prior to the Advertising of the Project.	Monday, March 9, 2015
2.	Advertise Project for Bidding in the Imperial Valley Press.	Thursday, March 12, 2015 and Thursday, March 19, 2015
3.	Complete printing of bid set plans, specifications and contract documents.	Wednesday, March 11, 2015
4.	Contact local contractors, subcontractors and material suppliers regarding the project.	Thursday, March 12, 2015
5.	Conduct Pre-Bid Conference at 10:00 a.m. at Heber Public Utility District (HPUD), 1078 Dogwood Rd., Ste 103, Heber, CA 92249	Friday, March 27, 2015
6.	Conduct Bid Opening at 2:00 p.m. at Heber Public Utility District, 1078 Dogwood Rd., Ste 103, Heber, CA 92249	Thursday, April 9, 2015

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| 7. | Award Contract for Construction for County of Imperial Correll Subdivision Retention Basin Improvement Project – FY 2014/2015 at the Regularly Scheduled HPUD Board Meeting. | Thursday, April 16, 2015 |
| 8. | Process Contract Documents. Receive Insurance Certificates, Performance Bond and Payment Bond from Contractor. Review of Insurance and Bond Documents by HPUD District Attorney. Execution of Agreement and Notice to Proceed after approval of Insurance and Bond Documents by HPUD District Attorney. | Friday, April 17, 2015
through
Tuesday, April 28, 2015 |
| 9. | Review Project Submittal Documents. | Monday, April 20, 2015
through
Thursday, April 30, 2015 |
| 10. | Conduct Pre-Construction Conference at HPUD Conference Room at 10:00 a.m. | Friday, May 1, 2015 |
| 11. | Issue Notice to Proceed to Contractor. Start project construction within 10 days after issuance of Notice to Proceed. | Friday, May 1, 2015 |
| 12. | Project Construction (60 Calendar Days). | Monday, May 11, 2015
through
Thursday, July 9, 2015 |
| 13. | Conduct Final Project Inspection with County of Imperial, Contractor and HPUD Staff. | Thursday, July 2, 2015 |
| 14. | Contractor to complete "Punch List" items and finish project construction. | Thursday, July 9, 2015 |
| 15. | File Notice of Completion at County of Imperial Recorder's Office. | Friday, July 10, 2015 |